



POSITION DESCRIPTION

Job Title: Systems Administrator	Department: Information Technology
Location: Morgantown, WV	Salary Scale: TBD
Reports To: TBD	FLSA Status: Exempt
Prepared By: HR Manager	Prepared Date:
Approved By:	Approved Date:

POSITION PURPOSE

Support systems, networks, and end users by providing network/server management, inventory management and technical support.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must satisfactorily perform each essential duty. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Provide business security and continuity by implementing back ups, alternate power supply, test scenarios, virus protection, spam guard, firewall, surge protection, limited software installs (admin only)
- Provide network/server management – IP Addresses, network configuration, domain management, wireless access, Internet Service Provider (ISP), Server CALs, server storage, server maintenance.
- Provide inventory management – purchasing PC/laptop/printer/hardware/peripherals, inventory PC/laptop/printer//hardware/peripherals, software licensing management, asset tracking database (ERP).
- Provide technical support – PC/laptop/printer maintenance/troubleshooting, issue tracking database (ERP).
- Provide business support – Enterprise Resource Planning (ERP) database management, intranet content management, contracts management database (ERP), accounting software (ERP), timesheet entry database (ERP), new technology awareness, user management, employee in-processing/out-processing.
- Provide marketing support – internet design and content management, resume database (ERP), Leads Database (ERP), IT marketing meetings, IT proposals.
- Provide client support – client intranet portal management, lessons learned database (ERP), programming, graphic design, data conversions, report creation.
 - Other duties as assigned.

QUALIFICATIONS

The qualifications listed below are representative of the minimum knowledge, skill, and/or ability required.

KNOWLEDGE

Must be proficient in setting up networks, programming, hardware installation and maintenance as well as software installation and troubleshooting.

SKILLS AND ABILITIES

Microsoft Exchange Server 2003/2007 administration
Deploying/managing traditional and web-based applications
Centralized backup using Symantec Backup Exec

Supporting Windows XP Professional/Vista Business desktops
Supporting client-facing systems in a production environment
Microsoft Office 2003 and 2007

Applicant must:

Demonstrate in-depth knowledge of network topology/connectivity/routing/subnets.

Demonstrate in-depth knowledge of IP protocols such as DNS, DHCP, FTP, TELNET, WINS, NetBIOS, SMTP, and HTTP/S.

Possess excellent written and oral communication skills.

Understand the importance of customer support.

Be able to participate in after-hours support on-call rotation.

Optionally, the following skills considered a plus:

VMware ESX Server and virtualized operating systems

Cisco ASA firewall administration/configuration

SQL Server 2000+ deployment/administration

Support remote connectivity of mobile devices such as PDAs and Smartphones

Web/HTML development skills

Candidate must be able to work independently or in a team environment.

SUPERVISION

N/A

EDUCATION/EXPERIENCE

Bachelor's degree in Computer Science, Computer Engineering, or a related field or equivalent and 2-3 years of directly related experience supporting Windows Server Operating Systems, including 2003 and 2008 or a Masters degree in a related field and 1-2 years of relevant work experience.

LICENSES/CERTIFICATIONS

TBD

LANGUAGE SKILLS

Ability to read and interpret documents. Ability to write routine reports and correspondence. Effective written and oral communication and interpersonal skills.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written or oral, diagram or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

Applicants must be willing and able to fulfill all job-related travel normally associated with this position and be able to fulfill all associated security clearance requirements. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties. Employee must be able to lift/move ~50 pounds.